

**IMPROVEMENT OF LEARNING
ENVIRONMENT FOR QUALITY
IMPROVEMENT**

FEED BACK

REGARDING IN-SERVICE TEACHER
TRAINING PROGRAMME
(INSET)

APRIL 7, 2003
TO
MAY 3, 2003

PRESENTED BY

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IMPROVEMENT OF LEARNING ENVIRONMENT FOR QUALITY IMPROVEMENT (INSERVICE TEACHER TRAINING PROGRAMME)

IST FEEDBACK REGARDING INSET PROGRAMME (APRIL 7 TO MAY 3, 2003)

All the respected Acting Principals/Training Co-ordinators/Instructors
R.I.T.Es N.W.F.P.

It is good that In-service Teachers Training (INSET) Programme under the Title "Teacher Education" Scheme Improvement of Learning Environment for Quality Improvement has been started properly w.e.f 07-04-2003 in all RITEs. A series of 12-days per subject training workshops have been scheduled w.e.f 07.04.2003 to 14.06.2003.

The first cycle of this series was conducted w.e.f. 07-04-2003 to 19-04-2003 in 10 RITEs for the Female (SET English), (CT G/Sc) & (CT Urdu) and 516 teachers were trained out of 1920 required teachers for the first cycle. The participation was poor due to some gap of information.

The Second cycle of this series was conducted w.e.f 21.04.2003 to 03.05.2003 for the Male SET/CT Teachers and 1061 teachers were trained in the subject of English/General Science/Urdu out of 1200 required teachers.

This feed back aims at two cycles of In-service Teachers Training workshops. I myself and my colleague /monitoring teams visited various RITEs Physically. It is encouraging to know that INSET Programme is running warmly in 10 RITEs.

The purpose of this document is to give collective feed back to all the concerned of INSET Programme.

I am glad that you all are trained, experienced, awarded of innovative techniques, motivated and committed trainers.

It is good that you are trying your best of implementing your learning skills and experiences. I realise that you are facing many problems and some of these are troublesome for you. The problem identified are:-

- Gender issue.
- Male adjustment
- Lack of resources
- Shortage of training staff
- Problems of DDO's due to vacant posts of principal.
- Photo state copies of Instructional Training Material due to late printing.
- Continuous Training work shops without enjoying any gazetted holiday

Reference to the above factors/hurdles I, appreciate all of you that being in trouble you are thinking and trying your best to face the problems positively and to run the training Programme smoothly.

This feedback should be considered as a developing document aiming at support and help the training co-ordinators/trainers to realise their strengths and areas where they can improve on.

Following is the criteria on which this feed back is based.

- i) Regularity and punctuality
- ii) Daily attendance of the participants
- iii) Training Room, management
- iv) Re-sources management related to each training.
- v) Time management related to each session/unit/Lesson/Activity.
- vi) The effective assessment.
- vii) Nomination of the participants by EDOs Offices.
- viii) The positive influence of resource persons in the training programme.
- ix) The role of monitoring team from local office.
- x) Some complaints/Comments on the part of participants.
- xi) Significant performance of some individuals on the part of instructors at RITEs
- xii) The focussing on achievement of the desired objectives of the INSET programme.
- xiii) Relaxation of the un-necessary formalities for the guests.

I. Regularity and Punctuality:

On the part of participants it needs concentration. It is very important to make the participants to be consistent over time. Some participants are noticed coming very late and leaving the training room before the time and a few ones are found on leave on the day of visit or before that. Subject to the

weather it is flexible to change the time from 08.30 AM to 08.00 AM and 02.00 PM to 1.30 PM, but 8.00 AM means 8 O' Clock not 8.10 AM.

Regularity and punctuality related to the starting and dismissing training classes/Training Session/Break Sessions may be consistent.

II. Daily attendance of the participants:

- It is good to maintain the proper registers for SET/CT attendance separately or proper typed attendance sheet may be maintained in proper file separately.
- Signature/initial of the participants on the attendance sheet is must twice once at the time of starting the training class and twice after the break or before dismissing the training class.
- Attendance sheet should be attested by the relevant Instructors.
- Highlight an extra column for the signature of the monitoring team and resourceing team. Please take their signatures/dates in the proper columns of attendance chart.

III. Training room Management:

It is necessary to manage and arrange the training room to ensure that effective learning takes place and learning atmosphere is generated.

Please follow the Instructions of effective training room situation given in the case study No.2 unit No. 1 of the training manual and accordingly make it sure.

IV. Resources management related to each training

Seating arrangement of the group members should be done in such way that facilitator can approach individually and easily. The participants can also move easily. The teaching material in concrete shape or on the charts should be decorated and arranged on the table in the training room developed by the participants for the purpose of motivation and creating learning atmosphere.

V. Time Management related to each session/unit/Lesson /Activity:

It has been noticed that time management needs concentration.

Please follow the limited time strictly as recorded for each session/unit /lesson and even activity otherwise the effectiveness and quality of the

mentioned purposes will be downed. To gain the quality recorded time may be followed positively. Follow the instructions given in the training manual.

VI. The effective assessment:

The conducting of pre/post tests, marking of the tests, evaluation and progress report of the test may be ensured meaningful and helpful positively for effective assessment of learning achievement and out puts of the INSET programme for quality improvement. Please submit the evaluation report of each training programme to this office regularly.

VII. Nomination of the participants by competent authority/EDOs offices:

The cooperation of the EDOs NWFP with connection of nomination of SET/CT teachers for INSET programme is highly appreciated. The fully cooperation of the competent authorities (EDOs) is not only supporting the INSET Programme but is a good sign of great contribution in Improvement of learning Environment for Quality Improvement positively.

Further it is requested that the 12 days training workshops is planned for one subject particularly. Therefore the nomination of the participants may be sured that presently he/she is teaching the subject required for training. In addition it is to inform all the concerned that the SET/CT teachers can attend this training more than twice because he/she teaches more than two different subjects to the different classes. As in some schools due to the vacant post of SET (Sc) the CT teacher (F.Sc) is teaching Chemistry/Physics/Biology/G Science to the IX, X classes. Therefore he/she can be nominated for these subjects one after one. It is the responsibility of the concerned acting Principal/Training co-ordinator to confirm the relieving+teaching subject+classes certificate issued by the Head Master/Principal of the school. All these certificates may be collected from the participants for each training and recorded at the offices of RITE properly, which can help in evaluation of the INSET.

VIII. The positive influence of Re-source persons on the training programme:

It is excellent to know that the activity based learning and effective demonstration is appreciated by the participants which is presented by some of the resource persons for the specific hard areas/content related to the training subject. My formal /informal talks directly with the participants is a

great contribution for feed back on the part of the participants based on reality and quality.

In addition it is to inform all the concerned that lecture method is allowed to some extent for the clarification of the concept.

The required criteria/focus of the INSET Programme/the dire objective of the training is highlighted in the request/letter issued to the resource persons. It is to request that the effective learning to generate warm up learning atmosphere and to high the level of interest/level of learning of the participants may be focussed.

In addition it is further to inform all the concerned that only one-hour (60 minutes) time is fixed for presentation and 30 minutes are for the participant's question for their further clarification and improvement in their hard areas.

IX. The role of monitoring team from Directorate of Curriculum.

I am glad and thankful to my all Subject Specialists monitoring team to share with me some of the very important and related issues/concerns after visiting the various RITEs NWFP physically. I appreciate their active support with connection of keen observation and effective monitoring besides their other responsibilities at the office.

In addition it is further to inform all the concerned that monitoring team is at the disposal of RITEs whole working time i.e 4-5 Hours. In their presence please discuss all the problems/issues with them. At the moment monitoring team is to co-ordinate all the concerned offices to solve the identified problems then and there if possible and approachable.

X. Some complaints/comments on the part of the participants and the role of (SET/CT) Trainers:

The complaints are following:

Some are not agreed with a little amount of Rs. 50/- for CA per working day, they come to the training venues from non-convenient places and hired a special vehicle.

Some are not agreed with half DA due to accommodation in hostel.

Some share their problems of over crowded classrooms, that how to manage the effective and participative learning.

Some share their very interesting ideas that their principals/HM are in favour of pin drop silence in the classroom, how they can implement participative/active learning to create warm up atmosphere.

They reflect their positive attitudes on the part of inspection/supervision team, that they stress upon the completion of the syllabus in time, but in active learning hardly one concept is covered for the purpose of learning achievement within 40 minutes.

They expressed their ideas on the existing system of the examination reference to the active learning.

Some participants are teaching in far-flung areas from their homes. According to them they are physically, mentally and financially in trouble and effective learning needs peaceful mind and full concentration.

Positive comments on the part of the participants:

They are appreciating active learning, effective and innovative techniques in methodology and pedagogy.

They appreciate group formation and group task.

They are happy, to be involved physically and intellectually in sharing their ideas, experience and presentation skill.

They desire to be nominated for each subject training workshop which they are teaching.

Some of the participants are seemed to be anxious and motivated to implement the active learning on their back to the school.

The role of trainer/instructor reference to the above complaints/comments:

The instructor of the RITEs is not only the trainer but also a facilitator, a democratic leader and a kind guide at the same time.

In addition it is to facilitate you, that being a democratic leader guide the participants reference to the rules and regulations of GOP (Govt. of Pakistan) with the connection of accounts matters.

You can also facilitate the participants to manage the classroom in a flexible situation according to the nature of the activities within available resources and with a sense of modification.

Appreciate and encourage the participant's motivation to the implementation of the active learning. It is the best out put of your training to realize the change and reform in attitudes. It is a great challenging task for you to reshape the attitudes of the participants positively.

XI. Significant performance of some individuals on the part of instructors:

It has come to the notice that some individual's performance are appreciable and they are following the instruction/criteria/manual and supporting material. Especially in some RITEs female's instructors are doing very well and taking each and every step seriously. On the other side some female are avoiding to share the load of work of their colleague brothers.

It is a team work. Co-ordination and co-operation among the trainers is a good and positive sign of successful and meaningful INSET Programme.

XII. The focussing on achievements of the dire objectives of the INSET Programme:

The dire objectives of the INSET Programme are:

- * To enhance technical assistance of teacher for promotion of active learning environment in the training room and actual classroom.
- * It aims at developing skills for effective and joyful learning.
- * The focus of the INSET is totally involvement of the participants/learners actively.
- * The dire objective of the INSET is "Improvement of Learning Environment for Quality Improvement" through the innovative and flexible methodological and pedagogical approaches.

You are requested to focus all the above mentioned objectives based on quality and reality while imparting training.

XIII. How to use the training manual/modules more effectively:

I am glad to see that implementation of developed instructional material to run the training programme is in practice accordingly and you all are trying your best to follow the training manual. It is to facilitate you for further guidance that 10 pedagogical units in the part-I of the manual is just to motivate and guide the participants to generate the active learning atmosphere in their existing classroom situation, to involve their students totally in the learning based activities and to plan and design effective lesson.

For example unit No. 3 of the manual (Teaching Objectives) is introducing a very interesting, and comprehensive activity for the other contents of social studies/Islamiyat/Story/Essay/Letters long exercises of the English/Urdu.

The content of teaching objective is just a re-calling for the participant to focus their lesson/presentation on the national curricula objectives. In fact the message behind this unit is to introduce and implement the nature of innovative activity, which can help the participants to modify for many other concepts.

Similarly the unit 2 "Presentation Skill" is for individual exposure, which gives the message to make our learner/students skilled to come in front of the class without hesitation, to express their ideas confidently and to explain what they have learned.

Now it is to inform you that each and every unit has some objectives in written shape but some /valid and practical objectives are hidden. Please elicit and elaborate the hidden and comprehensive message given in the pedagogical units.

XIV. Relaxation from un-necessary formalities:

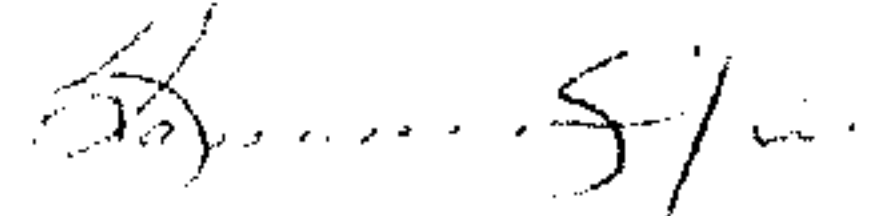
At the end I request you to avoid un-necessary formalities for the guests.

Relax and take it easy please. Only concentrate on your challenging task and quality.

You all are great and respected for all of us personally and professionally.

I wish you all good luck for your future and successful training programme. I hope that you will find my comments of some use and improve your professional and personal development.

We also look forward to sustain this professional relationship with you by visiting/guidance and feedback.



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